



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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(213) 974-1101  
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WILLIAM T FUJIOKA  
Chief Executive Officer

February 14, 2012

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

28 February 14, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
CASTAIC ANIMAL CARE CENTER  
SPAY/NEUTER CLINIC AND ADMINISTRATION BUILDING PROJECT  
ESTABLISH CAPITAL PROJECT AND APPROVE PROJECT BUDGET  
SPECS. 7173; CAPITAL PROJECT NO. 77545  
(FIFTH DISTRICT) (3 VOTES)**

### SUBJECT

These recommended actions will establish the capital project, approve the scope and budget, and authorize the Director of Public Works to deliver the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the proposed Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project is exempt under the California Environmental Quality Act, as the proposed Project is within certain classes of projects that have been determined not to have a significant effect on the environment.
2. Establish the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project, Capital Project No. 77545, approve the total Project budget of \$1,860,000, and authorize the Director of Public Works to deliver the Project.
3. Authorize the Internal Services Department, as the County's Purchasing Agent, to issue a purchase order for the acquisition and installation of a new modular administration building at an estimated cost of \$250,000 and for the Internal Services Department to perform various site improvements.

*"To Enrich Lives Through Effective And Caring Service"*

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### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find the proposed Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project (Project) exempt from the provisions of the California Environmental Quality Act (CEQA), establish the capital project, approve the scope and budget, and authorize the Department of Public Works (Public Works) to deliver the Project.

The Castaic Animal Care Center is located at 31044 Charlie Canyon Road in the unincorporated area of Castaic, and serves the communities of San Fernando to the south, Acton to the northeast, and Gorman to the northwest. Due to the growth of these communities, the Department of Animal Care and Control (Department) is performing its administrative and animal operations in facilities that lack enough office space for employees to perform their duties effectively.

The proposed Project consists of three components: new construction of a spay/neuter clinic building, acquisition and installation of a new administrative modular building, and repairs of existing site improvements.

The first component is new construction of a 1,600-square-foot spay/neuter clinic building, including areas for animal evaluations and surgeries, to provide improved and more efficient animal care services. Design of the proposed Project will be completed by the Public Works in-house staff and as-needed consultants. Upon completion of design services, tentatively scheduled for Fall 2012, we will return to your Board to recommend the adoption of plans and specifications, and authorization to advertise for construction bids. Construction of the spay/neuter clinic building is scheduled to be completed by January 2014 using a qualified construction contractor through the County's competitive low-bid process.

The second component is the acquisition and installation of a new 1,440-square-foot prefabricated modular building to accommodate the existing administrative needs of the Department. The acquisition and installation of the modular building is tentatively scheduled to be completed by December 2012 through a purchase order by the Internal Services Department's (ISD) purchasing program. The acquisition of the modular building falls under the statutory authority of the County's purchasing agent. However, because of the specialized nature of the installation and the need to meet certain building code requirements, the service component associated with the labor installation costs may exceed the authority of the purchasing agent. Therefore, your Board's approval is required for the purchasing agent to proceed with this aspect of the acquisition.

The final component of repairs of existing site improvements include the installation of a cold soft water line from the existing utility building to the kennel building, repairs to the facility's current irrigation system, and replacement of the damaged asphalt pavement around the perimeter of the kennel building with new concrete pavement. The installation of the cold soft water line will be completed through the County's Board approved competitive bid process and the repairs to the irrigation system and the replacement of the damaged asphalt pavement will be completed by a Job Order Contract (JOC) Contractor.

### **Green Building/Sustainable Design Program**

The proposed Project is not subject to the Countywide Energy and Environmental Policy adopted by your Board on January 16, 2007, since it involves construction of two new buildings, each less than 10,000 gross square feet in size. However, the proposed Project will support your Board's Policy for Green Building/Sustainable Design Program to the extent feasible by incorporating sustainable design features to optimize energy and water use efficiency, enhance the sustainability of the site, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources.

### **Implementation of Strategic Plan Goals**

This proposed Project will support the Countywide Strategic Plan Goal of Operational Effectiveness (Goal 1) by investing in public infrastructure that will improve animal care and control services in the north County area.

### **FISCAL IMPACT/FINANCING**

The proposed Project allocates \$905,000 for the spay/neuter clinic construction contract, \$250,000 for the purchase and installation of the modular building, and \$105,000 for site repairs.

The total proposed Project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services, is estimated at \$1,860,000. The Project Schedule and Budget Summary are included in the Attachment. Sufficient appropriation is available in Fiscal Year 2011-12 Capital Projects/Refurbishment Budget under Capital Project No. 77545 to fully fund the Project.

The proposed Project is funded with \$1,730,000 from the Fifth Supervisorial District's Community Programs net County Cost, and \$130,000 from the Fifth Supervisorial District's Capital Improvements net County cost.

### **Operating Budget Impact**

Following completion of the proposed Project, the Department will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operational costs and will request funding as required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to your Board's Civic Arts Policy, adopted December 7, 2004, as amended, the proposed Project budget includes 1 percent of the design and construction costs to be allocated toward the Civic Arts Fund.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA. The Project, to perform minor grading and construction of new small facilities and structures with associated on-site utility extensions, as well as to perform repairs within the existing developed animal care center site, is within certain classes of projects that have been determined not to have a significant effect on the environment, in that it meets criteria set forth in Sections 15301(a) and (d), 15303 (c) and (d), and 15304 (a) of the State CEQA Guidelines, and Classes 1(c), (d), 3(a), (d), (k), and 4(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G as contained in the project record. The proposed Project involves negligible or no expansion of an existing use and does not involve removal of mature trees. Additionally, the proposed Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the proposed Project records.

Upon your Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

Design of the proposed Project's first component will be completed by Public Works in-house staff and as-needed consultants. New construction of the spay/neuter clinic building will be completed by a qualified construction contractor through the County's competitive low-bid process.

The proposed Project's second component, the acquisition and installation of the prefabricated modular administration building will be a commodity purchase under the statutory authority of the County's purchasing agent. The purchase will be requisitioned through and accomplished by the purchasing agent in accordance with County's purchasing policies and procedures established by ISD.

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The proposed Project's final component of site repairs will be completed by ISD through the Board approved competitive bid process and JOC program.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current services or projects. The existing animal care center will remain operational during construction of the proposed Project.

**CONCLUSION**

Please return an adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division; Department of Animal Care and Control; and Department of Public Works, Project Management Division I.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:RLR:DJT  
DKM:CF:zu

Attachment

c: Executive Office, Board of Supervisors  
County Counsel  
Animal Care and Control  
Arts Commission  
Public Works

**ATTACHMENT**

**DEPARTMENT OF PUBLIC WORKS:  
CASTAIC ANIMAL CARE CENTER  
SPAY/NEUTER CLINIC AND ADMINISTRATION BUILDING PROJECT  
APPROVE CAPITAL PROJECT AND PROJECT BUDGET  
SPECS. 7173; CAPITAL PROJECT NO. 77545**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Construction Documents	
Modular	04/26/12
Spay/Neuter Clinic	09/27/12
Jurisdictional Approvals	
Modular	05/31/12
Spay/Neuter Clinic	11/29/12
Issue Purchase Order (Modular)	07/31/12
Construction Award (Spay/Neuter Clinic)	02/28/13
Start Construction (Spay/Neuter Clinic)	03/25/13
Modular Installation	12/31/12
Substantial Completion (Spay/Neuter Clinic)	03/31/14
Project Acceptance	05/29/14

## II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 800,000
Purchase Order (Modular)	250,000
Change Orders	102,000
Site Repairs	105,000
Youth Employment	0
Construction Consultants	0
Misc. Expense	0
Telecomm Equip – Affixed to Building	50,000
Civic Arts	12,550
Utility Connection Fees	11,050
Subtotal	\$1,330,600
Programming/Development	\$ 0
Plans and Specifications	\$ 125,000
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	20,000
Material Testing	50,000
Cost Estimating	6,400
Topographic Surveys	8,500
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other:	0
Subtotal	\$ 84,900
Miscellaneous Expenditures	\$ 5,000
Jurisdictional Review/Plan Check/Permit	\$ 31,500
County Services	
Code Compliance Inspection	\$ 60,000
Quality Control Inspection	0
Design Review	0
Design Services	0
Contract Administration	25,000
Project Management	160,000
Project Management Support Services	0
Consultant Contract Recovery	8,000
ISD - Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD - ITS Communications	0
Project Security	0
Project Technical Support	20,000
ISD - Countywide Contract Compliance	10,000
County Counsel	0
Sheriff Job Order Contract Management	0
Subtotal	\$ 283,000
<b>TOTAL</b>	<b>\$1,860,000</b>